



YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Reece V. Martin</i>	7-31-81	<i>Jeane Elmdorf</i>	7-31-81
74-262A		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	8-14-81
	Secretary of State/Designee	<i>Carroll Hunt</i>	8-11-81
	Attorney General/Designee	<i>[Signature]</i>	8-11-81



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date <b>7-31-74</b>		<b>INSTRUCTIONS</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>AUG - 2 1974      74-262      AUG 12 1974</b>	
2. Agency Application No. <b>X 1-CU</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Banking and Finance 122 State Capitol Atlanta, Georgia 30334</b>		4. Person to Contact <b>Robert M. Molar</b> Deputy Commissioner	
5. Working Title <b>Deputy Commissioner</b>		6. Tel. No. <b>656-2050</b>			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> AMEND DISPOSITION STANDARD #370, Approved Dec. 4, 1972. DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>X 1950-to Date</b>		9. Exact Series Title <b>Credit Union Supervision Files</b>			
10. What is the function of the office in which this record series is created?  <b>Annual examination of Credit Unions as required by law; General Administration supervision of activities of state chartered credit unions.</b>					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to the annual examination and general supervision of State chartered credit unions.  Included are: Report of Examination by Agency; general correspondence with credit union; correspondence transmitting and performing official supervisory actions; and annual Call Reports of Conditions.  File is arranged alphabetically by name of city; thereunder alphabetically by name of credit union.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		-0-	-0-	2      4	
Legal-size File Drawers		20	40	Floor Space Occupied (Square Feet)	
				In Office(s)      In Storage Area(s) 19      9	
				This Year's      Last Year's      Preceding Year's      All Prior Years'	
				AVERAGE DAILY REFERENCE Cont.      Fre      Non.	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series?

☒ [ ]

14. Is there a duplication of this series in another office or agency?

YES- [ ] [ ☒ ]

15. Is the information contained in this series ever summarized or published?

[ ] [ ☒ ]

Attach copy of summary or publication.

16. Does the series contain classified information requiring security handling?

☒ [ ]**Confidential by law (Section 13-409 of the Code of Georgia)**

17. Does the series initiate, amend or terminate agency policies and procedures?

☒ [ ]

18. Could the function be performed if the files were lost or destroyed?

[ ] [ ☒ ]

19. Is the series (or major portion of it) regularly microfilmed? If yes, why?

[ ] [ ☒ ]

20. Does the record series provide data as input to an EDP file?

[ ] [ ☒ ]

21. Does the record series contain documentation produced as EDP printout?

used as [ ] [ ☒ ]

22. Has the Federal Government issued instructions governing the retention/disposition of these files?

[ ] [ ☒ ]

23. Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 5 years:
a. [ ☒ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [ ] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ☒ ] CALENDAR YEAR - [ ] FISCAL YEAR - [ ] OTHER \_\_\_\_\_, then:[ ] Hold in the current files area \_\_\_\_\_ month(s)/ 3 year(s):[ ] Transfer to [ ☒ ] State Records Center [ ] Local Holding Area; hold 3 year(s):[ ☒ ] Destroy.

[ ] Transfer to State Archives for permanent retention.

[ ] Destroy immediately after cut-off.

[ ] Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>James V. Morris</i>		Date 7-31-74	OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [ ] Approved [ ] Disapproved		<i>Robert M. Malar</i>	AUG 1	1974
	State Auditor/Designee [ ] Approved [ ] Disapproved		<i>William M. Ayers</i>	8-8-74	
	Secretary of State/Designee [ ] Approved [ ] Disapproved		<i>Carroll East</i>	8-7-74	
	Attorney General/Designee [ ] Approved [ ] Disapproved		<i>R. H. Shell</i>	8-9-74	

STATE RECORDS  
COMMITTEE